

PeopleSoft Printing the Labor Distribution Report

May 2, 2005



Breadcrumbs: **Home > Compensate Employees > NDS Time Distribution > Report > Labor Distribution**

REQUESTING A LABOR DISTRIBUTION REPORT

Use the above navigation to 'Labor Distribution Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

[Home](#) > [Compensate Employees](#) > [NDS Time Distribution](#) > [Report](#) > **Labor Distribution**

Labor Distribution

Find an Existing Value

Run Control ID:

☐ Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The following screen shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). Enter the Pay End Month/Year you would like to run this report for. Click on the option that you would like this Labor Distribution printed by. Once you have your option selected click on Run.

NOTE: If you would like this report run to a file to be downloaded click on the Build Download File box.

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Labor Distribution

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Business Unit: 10100

Pay End Month / Year: 3 2005

Download Option

☐ Build Download File?

Sort Order

<input checked="" type="radio"/> Fund - Detailed	<input type="radio"/> Fund - Summarized
<input type="radio"/> Department - Detailed	<input type="radio"/> Department - Summarized
<input type="radio"/> Project, Activity	<input type="radio"/> Project, Resource Type
<input type="radio"/> Resource Type	<input type="radio"/> Resource Category

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format so we recommend you select "Web" for the type and 'PDF' for the Format. You will also need to check the box in front of "Labor Distribution Report." Then click 'OK' and you will be returned to the previous screen.

Home > [Compensate Employees](#) > [NDS Time Distribution](#) > [Report](#) > Labor Distribution

Process Scheduler Request

User ID: LBERGER@ND.GOV Run Control ID: 1

Server Name: Run Date:

Recurrence: Run Time:

Time Zone: [Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Labor Distribution Report	NDSPR20	SQR Report	Web	PDF

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

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Labor Distribution

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Process Instance: 151674

Business Unit:

*Pay End Month / Year:

Download Option

☐ Build Download File?

Sort Order

<input checked="" type="radio"/> Fund - Detailed	<input type="radio"/> Fund - Summarized
<input type="radio"/> Department - Detailed	<input type="radio"/> Department - Summarized
<input type="radio"/> Project, Activity	<input type="radio"/> Project, Resource Type
<input type="radio"/> Resource Type	<input type="radio"/> Resource Category

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > **Process Requests**


Process Detail


Process	
Instance:	151674
Name:	NDSPR20
Type:	SQR Report
Description:	Labor Distribution Report

Run	Update Process
Run Control ID: 1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 05/02/2005 11:01:18AM CDT	Parameters Transfer
Run Anytime After: 05/02/2005 11:00:02AM CDT	Message Log
Began Process At: 05/02/2005 11:01:34AM CDT	Batch Timings
Ended Process At: 05/02/2005 11:02:22AM CDT	View Log/Trace ←

Then click the report name below to view the report.



Report/Log Viewer


Instance:	151674	Type:	SQR Report
Name:	NDSPR20	Run Cntl ID:	1
Status:	Success	Submitted By:	LBERGER@ND.GOV
Server:	PSNT	Recurrence:	

Labor Distribution Report

Name	Size	CreationDate
Trace File	0 bytes	Mon May 02 11:01:34 2005
NDSPR20_151674.PDF	3609 bytes	Mon May 02 11:01:56 2005
Message Log ←	1565 bytes	Mon May 02 11:01:34 2005

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

[illegible]